

SECTION 3.25 POSITION REVIEW

Last Update: October 2010

Positions are reviewed by a DAS-HRE Personnel Officer. The duties and responsibilities performed and the competencies required to perform the duties and responsibilities are analyzed. The analysis will include a comparison with the previous Position Description Questionnaire (PDQ) for the position in order to identify changes in job duties. The organizational chart, as well as PDQ's of related positions, may be reviewed in order to identify job differences, similarities, and relationships. Job class descriptions and position classification guidelines are additional tools used for determining the job class that most clearly reflects the position being reviewed.

THE POSITION REVIEW PROCESS

Once the Personnel Officer has received the PDQ, a review of the position is conducted. This information may include the PDQ, the previous PDQ, PDQs of related positions, performance plans, and an organization chart or other information gathered subsequent to the submission of the PDQ (from the employee, supervisor, other agency staff).

Often the review of these types of information provides a clear picture of the duties and responsibilities of the position, and the Personnel Officer is able to make a position classification decision. If additional information is needed, the Personnel Officer may meet in person or by phone with the supervisor and/or the employee; or the Personnel Officer may request additional information from the supervisor and/or employee in writing or by email.

Notice of Classification Decision

When the Personnel Officer determines the proper job class for the position, that decision is communicated to the employee and supervisor via a Notice of Classification Decision (CFN 552-0087 – sample included in this chapter). The Notice of Classification Decision will advise the parties of their recourse if they disagree with the position classification recommendation.

The reviewer has 60 calendar days from the official receipt of budgetary approval and the PDQ to complete a position review and issue a Notice of Classification Decision. The 60-calendar day period will be suspended each time additional information is requested by the DAS-HRE. The 60-day time period may be extended if mutually agreed to by the reviewer and the submitter. If the reviewer does not issue a Notice of Classification Decision within the prescribed time period, the submitter may request a classification appeal committee hearing (see "Classification Appeal Committee," Section 3.30).

Copies of the Notice of Classification Decision will be sent to the employee and the supervisor. A Notice of Classification Decision will not be sent if the reclassification of a filled position is precipitated by a voluntary demotion or a reduction in force and there is no disagreement over the job class recommendation. The reviewer may also elect not to send a Notice of Classification Decision if the position is vacant and there is no disagreement (between the reviewer and the submitting agency) over the job class recommendation.

The employee and/or appointing authority (or designee) should check the appropriate box on the Notice of Classification. If a Notice of Classification Decision is not returned to the reviewer within 30 calendar days following the date it was issued, the job class recommendation will become final.

If the employee or appointing authority disagrees with the job class recommendation and wishes to request reconsideration, the employee or appointing authority must check the appropriate statement on the Notice of Classification Decision and attach written comments that:

- State the reasons for the request.
- Identify the specific class being requested.

The Notice of Classification Decision and comments must be returned to the DAS-HRE Personnel Officer who completed the review within 30 calendar days following the date the Notice of Classification Decision was issued. Reconsideration cannot be made without this information. The 30-day time period may be extended if mutually agreed to, in writing, by the reviewer and the submitter.

Request for Reconsideration of Classification Decision

Following receipt of a request for reconsideration, the reviewer will consider the additional information submitted and will verify or seek additional information as needed. The reviewer will, within 30 calendar days, issue a Request for Reconsideration Notice (CFN 552-0088 – sample included in this chapter). This notice will either maintain the job class initially recommended in the Notice of Classification Decision, support the job class requested by the employee or agency, or decide that a different job class is more appropriate.

The 30-day time period may be extended if mutually agreed upon by the reviewer and the submitter in writing. If the reviewer does not issue a Request for Reconsideration Notice within the prescribed time period, the submitter may request a classification appeal committee hearing (see “Classification Appeal Committee,” Section 3.30).

Copies of the Request for Reconsideration Notice will be sent to the employee and the supervisor. A Request for Reconsideration Notice will not be sent if the position reclassification involves a voluntary demotion or a reduction in force.

If the submitter agrees with the job class recommendation, or disagrees but does not wish to appeal, he or she may check the appropriate statement on the form and return it to the reviewer.

If the submitter does not agree with the job class recommendation, the submitter may appeal by marking the appropriate statement on the form, signing the form, and submitting the form within fourteen calendar days following the date on form to Chair, Classification Appeal Committee, c/o Iowa Department of Administrative Services–Human Resources Enterprise (DAS-HRE), Hoover State Office Building, Level A, Des Moines, IA 50319-0150.

If a Notice of Reconsideration of Classification Decision is not appealed within 14 calendar days following the date it was issued, the job class recommendation will become final.